

CMU MASS

COMMUNICATION

EQUIPMENT &

FACILITIES

HANDBOOK

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A. USE OF FACILITIES AND EQUIPMENT

1. WHO MAY USE DEPARTMENT EQUIPMENT AND FACILITIES

- A. Students who are either full-time or part-time and meet **ALL** of the following conditions will be allowed access to Mass Comm's equipment room (the "Cage") and production facilities during regular academic season.
- Students should be...
1. Currently registered in the Mass Communication major.
 2. Currently not on academic probation.
 3. Officially enrolled in any Mass Comm course that requires or accepts audio or video projects.
 4. Completed and signed the Cage checkout agreement.
 5. Demonstrated proficiency in handling, care and operation of the equipment.
 6. Currently does not owe the department or university for LOST, STOLEN or DAMAGED equipment.
- B. A student may be denied any or all usage and access rights if any of the above conditions change. It is the student's responsibility to correct any problems before rights can be restored.
- C. Access to equipment will be closed at the end of each semester, except for courses offered during J-term or summer, to allow for inventory and maintenance.
- D. Only qualified students who meet the above conditions shall handle, store, and operate Mass Comm equipment and facilities. Under no circumstances shall students allow non-students or unqualified students to handle, store or operate Mass Comm equipment.
- E. Access to Mass Comm equipment and facilities is a **PRIVILEGE**, *not a right*. Such privileges may be revoked at any time by the department, instructor or media asset coordinator. This also includes abusive or irresponsible behavior towards equipment, facilities or students and faculty.

2. EQUIPMENT EXPECTATIONS

- A. It is the student's responsibility to obtain basic skills to operate equipment required by any production class. A professional approach is expected in the handling, care and operation of any equipment.
- B. Any student displaying careless or improper behavior towards equipment or facilities will be denied further access.

3. EQUIPMENT RESERVATION PROCESS

- A. Students are encouraged to plan ahead and reserve equipment for their upcoming projects. This helps avoid schedule conflicts later in the semester.
- B. **DO NOT approach faculty** to checkout or reserve equipment. This is the Cage's job and is in place to protect equipment and prevent conflicting reservations.
- C. Priority Reservation is as follows:
 - 1. Freshman – 1 week prior
 - 2. Sophomore – 2 weeks prior
 - 3. Junior – 3 weeks prior
 - 4. Senior – 4 weeks prior

4. STUDENT RESPONSIBILITIES DURING CHECKOUT HOURS

- A. The Cage operating hours will be posted the first week of each semester. Students must be available to pick-up and/or return equipment or reserve equipment and/or facilities during the posted hours. **The cut-off time for checkout is 15 minutes before the posted closing time.**
- B. Return items before 3:45pm on the day they are due back. **Items will be considered late past 3:45pm.**
- C. It is the student's responsibility to **inspect and follow the equipment prep checklist** to verify that the equipment is working correctly and in good condition.
- D. Alert the cage operator of any broken equipment and/or missing parts
- E. Cage operators will input all checkouts into the Cage's database software. He or she will inform the student when the items must be returned.

5. EQUIPMENT LIABILITY

- A. Students must fill out and sign a copy of the Cage Checkout Agreement (See page 8) before any equipment may be checked out.
- B. A new Cage Checkout Agreement must be completed at the beginning of each semester to ensure all information is current.

6. LOST, STOLEN, BROKEN or DAMAGED EQUIPMENT/PARTS

- A. **Students checking out equipment from the Cage are responsible for any type of damage or loss** of equipment and/or parts while in their possession and **MUST REPORT** any damage or loss to the Cage operator or Media Asset Coordinator. The Media Asset Coordinator will provide the exact cost of the damage or loss, **to be paid by the student** within 14 days of receiving the invoice.
- B. In the case of LOST or STOLEN equipment, the student **MUST**:
 - 1. Immediately file a police report.
 - 2. Provide a copy of the police report to the Mass Comm department.
 - 3. Meet with the Director of Mass Communication to explain all of the details.
 - 4. Arrange to reimburse the department for the full value of all missing equipment checked out in the student's name.
- C. The Mass Communication department considers DAMAGE to be related to misuse, negligence or abuse. Some examples include:
 - 1. A camera dropped from an unattended tripod
 - 2. A lens left in a hot car without protection
 - 3. Marks on the front of a lens that do not immediately wipe off
 - 4. Any moving part that has been forced
- D. In the case of DAMAGED equipment, the student **MUST**:
 - 1. File a Damaged Equipment form at the Cage
 - 2. Meet with the Director of Mass Communication to arrange reimbursement for the repair or replacement of the damaged item(s) checked out in the student's name.
- E. Students who fail to follow the above course of action will be denied further access from equipment until the situation has been corrected.

- F. Students must report DAMAGED or MALFUNCTIONING equipment to the Cage operator as soon as possible and fill out the appropriate form (see page 10).

7. EQUIPMENT RETURN POLICY

- A. **EQUIPMENT MUST BE RETURNED ON TIME.** The maximum checkout period is **2 days**. Any student to who fails to return equipment on time will be contacted via phone and email to promptly return the late item(s).
- B. Equipment checked out on a Thursday is due back the next day. Checkouts on Friday are due back on Monday.
- C. **EQUIPMENT MUST BE RETURNED DURING SCHEDULED CHECK-IN HOURS.** Students must deliver all equipment checked out to them no later than the due date to the Cage during posted hours. This process involves inspecting each item for missing parts and/or overall working condition.
- D. Failure to return equipment on time will result in a late strike. After three strikes, you will be suspended from checking out equipment for the remainder of the semester.
- E. Due to security issues, dropping-off equipment and leaving it unattended in the Cage, classroom, hallway or staff office prior or after regular check-in hours is prohibited. Violation of this may lead to suspension of equipment usage.

8. NON-CLASSROOM USE OF DEPARTMENT EQUIPMENT

- A. Department equipment and facilities are to be used for class projects **ONLY** and will **NOT** be used for commercial, non-commercial or personal purposes.
- B. Students are prohibited to allow anyone other than those enrolled in a Mass Comm class to handle, store, or operate department equipment.

9. EQUIPMENT DISTRIBUTION AND PRIORITY OF ACCESS

- A. The Mass Communication department has allocated six Sony 70U camera kits for Video Production courses. These cameras are limited to students currently enrolled in these courses.

- B. Faculty members may reserve equipment for classroom demonstrations and exercises. Faculty are required to checkout equipment through a Cage operator to avoid inventory issues.

10. EQUIPMENT DISTRIBUTION TIME PERIOD

- A. Qualified students will have access to the Cage and facilities from the first week of class until the last week of instruction. This does not include finals week. Equipment will not be assigned after the last day of instruction to allow for inventory and maintenance of equipment.

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B. ACCESS TO DEPARTMENT FACILITIES

1. GROUND RULES

- A. Currently enrolled Mass Communication students may have access to production and post-production facilities during normal building hours. After hour arrangements may be made with faculty or staff.
- B. The department facilities are to be used for classroom projects. Students using the facilities for non-academic purposes may be asked to leave.
- C. Absolutely no eating or drinking is allowed in any of the production or post-production facilities.
- D. Students may lose their privilege of using the facilities if they break or abuse equipment.

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C. APPENDIX

Colorado Mesa University Mass Communication Department
Equipment and Facilities Liability Agreement

I, the undersigned, agree to accept responsibility for any film, video, audio and computer equipment checked out to me by the Mass Communication department until said equipment is returned to the Department's equipment room.

Each piece of equipment loaned to me will be prepped and tested to ensure that it is in proper working order. I agree to return all equipment in the same condition as I received it. I agree to accept liability for any damage, loss, or theft occurring while the equipment is in my custody. I agree to repair or replace items lost, stolen, or damaged while in my custody.

I agree to abide by all rules and regulations as established in the Mass Communication's Equipment & Facilities Handbook, particularly in Section A. USE OF EQUIPMENT & FACILITIES, rules 1 through 10, and Section B, ACCESS TO FACILITIES.

Furthermore, I also agree to pay any monetary fine or accept any sanction being imposed on me by the department for my failure to comply with any policy as outlined in the above handbook. In addition, depending upon the severity of the equipment liability situation, the penalty may also include having my academic standing within the Department and/or University suspended until all obligations have been satisfactorily met. I have read the above, understand its significance, and attach my signature hereto.

Student Signature: _____ Date: _____

STUDENT ID # _____

LAST NAME: _____ FIRST NAME: _____

PRIMARY ADDRESS:

City _____ State _____ Zip _____

PERMANENT ADDRESS:

City _____ State _____ Zip _____

PHONE # _____ Can you receive text messages? Y / N

EQUIPMENT PREP CHECKLIST

The following are guidelines for checking and testing equipment for prepping during the checkout time period:

CAMERA: ☐ Is everything included according to the kit list?
 ☐ Is the diopter adjusted and focused to operator's eye?
 ☐ Does the zoom operate smoothly?
 ☐ Do the lenses have any scratches, smudges or other damage?
 ☐ Is there any physical damage to the equipment?
 ☐ Is there a battery and charger?
 ☐ Is the battery fully charged?

TRIPOD: ☐ Do the leg locks function properly?
 ☐ Is there a base plate for the camera?
 ☐ Is the tilt handle attached and secured?
 ☐ Check the fluid head for damaged and/or missing parts.
 ☐ Inspect the tripod for any missing nuts and/or bolts.

SOUND: ☐ Are the necessary cables included?
 ☐ Is there a windscreen/foam attachment?

NOTES:

This is to certify that the above items marked with an "X" have been checked and tested by me and have found such equipment to be in good and working condition. I understand that I'm fully responsible for the condition and security of these items until returned to the Cage for inspection and clearance. I will ensure that all departmental gear will be returned to the Cage on or before the due date.

(student's printed name)	(student's signature)	(date of checkout)
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DAMAGED OR MALFUNCTIONING EQUIPMENT REPORT

This form is to report any broken or malfunctioning equipment. Return this form immediately to a Cage operator or the Media Asset Coordinator. Please clearly explain the problem and when/how it occurred.

NAME: _____ DATE: _____

MALFUNCTIONING ITEM: _____

ITEM'S CMU # _____

DATE PROBLEM OCCURRED: _____

DESCRIPTION OF MALFUNCTION:

(signature)